



# OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

## General Position Information

**Job Title:** Project Manager

**Position Number:** 21459

**Position Grade:** GS-15

**Salary Range:** \$144,128 - \$172,500 (not applicable for detailees)

**Vacancy Open Period:** 4/7/21 – 4/22/21

**Position Type:** Cadre, Detailee

**Who May Apply:** Internal and External Candidates, Detailees

**Division:** DNI/IG/INSP

**Duty Location:** McLean, Virginia

**Security Clearance:** TS/SCI with CI Polygraph

**Travel Required:** 0-25% Travel

**Relocation Expenses:** For new ODNI employees or detailees, reimbursement for relocation is discretionary based on availability of funds.

**Job Interview Travel:** Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

## Position Information

This is an opportunity for:

- An internal or external candidates to fill a GS-15 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

## Who May Apply

Current GS employees at the same grade may apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
  - Current ODNI permanent cadre.



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- Current Federal Government employees. (Current GS employees at the same grade may apply.)
- Candidates outside the Federal Government.
- Current ODNI Staff Reserve Employees. (A staff reserve employee who currently occupies this position may not apply)
- For a detailee assignment:
  - Current Federal Government employees. (Current GS employees at the same grade may apply.)

## Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual.
- A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- For a selected non-Federal Government candidate, salary will be established within the salary range listed above, based on education and experience.

## Component Mission:

The Office of the Inspector General of the Intelligence Community (IC IG) was established within the Office of the Director of National Intelligence (ODNI) by the Intelligence Authorization Act for Fiscal Year 2010. The IC IG's organizational divisions include Audit, Investigations, Inspections and Evaluations, Mission Support Division, the Center for Protected Disclosures, and Counsel to the Inspector General.

The Inspections and Evaluations (I&E) Division mission is to provide oversight of programs and activities within the Director of National Intelligence (DNI) responsibility and authority. The I&E Division conducts systemic and independent inspections and evaluations of ODNI components, Intelligence Community (IC) elements, and issues factual evidence-based findings that are timely, credible, and useful for managers, policymakers, and stakeholders. Conclusions drawn from the results of inspections and evaluations generate recommendations for decision makers to streamline operations, revise regulations as necessary, improve customer service, and minimize inefficient and ineffective procedures. We also improve the performance and integration of the ODNI and the broader IC. Using a multi-disciplinary staff and various methods for gathering and analyzing data, inspections and evaluations typically analyze information, measure performance, determine compliance with applicable laws, regulations, and/or policy, identify savings so that funds can be put to better use, share best practices or promising approaches, and assess allegations of fraud, waste, abuse, and mismanagement.

## Major Duties and Responsibilities:

- Serve as a Supervisory Project Manager for I&E providing daily guidance and oversight to employees assigned to the I&E Division.
- Lead and oversee staff in planning and conducting comprehensive inspections and evaluations of ODNI component, and Intelligence Community (IC) element programs and other activities within the Director of National Intelligence (DNI) responsibility and authority in accordance with the Council of Inspectors General on Integrity and Efficiency Quality Standards for Inspection and Evaluation.



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- Lead a team of professional staff and assess performance, collaborate and oversee goal setting, and provide feedback on personal development and write Performance Evaluation Reports.
- Oversee the development and execution of basic concepts and approaches for inspections and evaluations, inspection plans, and staff assignments for each project. Provide guidance and direction to inspectors regarding appropriate approaches and techniques for IG work, project execution, development of objectives, maintenance of planning schedules, and the development of findings and recommendations.
- Oversee the staff's ability to conduct interviews, define data collection requirements, collect and analyze data and records, and synthesize information to develop findings, conclusions, and recommendations.
- Direct the development of inspection and evaluation reports requiring analysis of complex programs/processes for assigned topic areas. Ensure written documents, including reports of inspection, memoranda to management, and other documents, are written in compliance with the Council of the Inspectors General on Integrity and Efficiency Quality Standards for Inspection and Evaluation and I&E Division standards.
- Lead and oversee the staff in the planning, development, and presentation of oral briefings for senior leaders regarding findings and the status of complex inspections.
- Oversee the staff's performance in monitoring and assessing the progress of corrective actions taken by senior ODNI and IC leadership, and in providing substantive advice and innovative solutions to senior officials regarding the implementation and closure of recommendations.
- Provide substantive input to the annual work plan, Management Challenges memorandum, and IC IG's semiannual report to the DNI and Congress.
- Engage with Offices of Inspectors General (OIGs) across the Intelligence Community by planning and supporting joint work and offering meaningful content at quarterly I&E Committee meetings, and with OIGs across the federal government to maintain awareness of best business practices and current initiatives.
- Effectively serve as the Acting Deputy AIG for I&E as needed.

## **Mandatory Requirements:**

- Broad knowledge of the mission, organization, and functions of the ODNI, and IC.
- Expert ability to lead teams through the development of written studies, conducting complex reviews, and writing reports to substantiate findings.
- Expert knowledge in applying the Council of the Inspectors General on Integrity and Efficiency Quality Standards for Inspection and Evaluation and other standards associated with the Federal oversight community to produce work products that are timely and of superior technical quality.
- Lead by example and exemplify IC IG core values of Integrity, Independence, Commitment, Diversity and Transparency.
- Ability to foster trust within the IC IG and across the IC with colleagues, partners, and stakeholders.
- Expert management skills, including the ability to direct tasking's, assess and manage performance, collaborate on goal setting, and support personal and professional development at all levels of personnel.
- Superior interpersonal skills to negotiate, coordinate, and collaborate with ODNI, across the IC, and with other OIGs internal and external to the IC and the Federal government on complex issues and areas of concern that transcend individual government agencies.
- Superior ability to lead an inspection and evaluation team in planning, conducting, and reporting on inspections and evaluations of complex intelligence activities within the ODNI and the Intelligence Community.



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- Superior ability to exercise independent professional judgment in the conduct of inspections and evaluations and form objective conclusions/recommendations based on empirical facts, qualitative and quantitative data, evidence, and other pertinent information.
- Superior analytical and critical thinking skills, including the ability to identify needs and requirements and evaluate the effectiveness of alternate solutions, courses of action, and strategies to address complex, controversial, and multi-faceted issues.
- Superior ability to anticipate issues, resolve conflict among multiple priorities, and implement effective solutions to prevent problems that might impact timelines and deliverables.
- Superior ability to examine information, uncover root causes, develop findings and leads, and make cogent, actionable recommendations.
- Superior ability to communicate effectively both orally and in writing with ODNI and IC executive level officials, senior managers, external stakeholders, and audiences varying widely in background on inspection and evaluation findings and recommendations in clear and logical reports that are meaningful, compelling, and relevant.

## Desired:

- Certifications/Licenses: A professional certification in Project Management is highly desired but not required.
- Other: IC experience is highly desired but not required.

## Key Requirements and How to Apply

**Internal ODNI Cadre Candidates must submit an application through the classified [JobsDNI website](#).**

For current employees who do not currently have access to internal systems, applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system).

Applicants experiencing technical issues may submit their application via email to either email system.

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## External Candidates:

### Key Requirements:

- U.S. Citizenship.
- Successful completion of CI polygraph and background investigation.
- Successful completion of an ODNI medical screening.
- A two-year trial period is required for all new permanent appointments to the ODNI.

A complete application must include:



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- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.
- e. **SF-50:** Current or former Federal Government employees must provide an SF-50, "Notification of Personnel Action," to verify current federal status, position, title, grade, and organization of record.
- f. **APPLICANTS CURRENTLY EMPLOYED BY A COMPETITIVE SERVICE AGENCY:** Must provide a written statement that they understand that, if selected for a position with ODNI, they are leaving the competitive service voluntarily to accept an appointment in the excepted service.

**WHERE TO SUBMIT:** *External Candidates must submit an application through the [www.intelligencecareers.gov](http://www.intelligencecareers.gov).* All attachments should be in Microsoft Word or Adobe PDF format.

## **CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:**

**Applicants from federal agencies within the Intelligence Community (IC)** may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees. ***Applicants from within the IC must submit an application through the classified IC Joint Duty Program website.***

**Applicants from federal agencies outside the IC must provide:**

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.
- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.



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- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

**WHERE TO SUBMIT:** Applications should be sent to either DNI\_COO\_TM\_HR\_OPS\_TEAM\_A\_WMA@cia.ic.gov (classified email system) or Recruitment\_TeamA@dni.gov (unclassified email system). All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

## **All Applicants:**

**APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.**

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3799.

## **What to Expect Next**

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

## **Agency Contact Information**

ODNI Recruitment; Phone: 703-275-3799; Email: Recruitment\_TeamA@dni.gov

## **Other Information**

The ODNI is an excepted service agency, therefore because this position is in the excepted service, it may not be filled by competitive appointment, and acceptance of the proposed appointment will take applicants in competitive service positions outside the competitive service while occupying the excepted service position.

The ODNI offers a broad array of benefits programs and family friendly flexibilities for ODNI cadre.

- Federal Employees Health Benefits Program: <http://www.opm.gov/insure/health/index.asp>
- Life Insurance: <http://www.opm.gov/insure/life/index.asp>
- Long-Term Care Insurance: <http://www.ltcfed.com>





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- Federal Employees Retirement SYSTEM (FERS) (new employees automatically covered): <http://www.opm.gov/retire/index.asp> If you are transferring from another agency and covered by the Civil Service Retirement System (CSRS), you may continue in that system.
- Annual and Sick Leave: <http://www.opm.gov/oqa/leave/index.asp>
- Flexible Spending Accounts for Health Care and Dependent Care: <http://www.fsafeds.com/fsafeds/index.asp>
- Paid Federal Holidays
- Alternative Work Schedules

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

**REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES:** The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at [DNI\\_Reasonable\\_Accommodation\\_WMA@cia.ic.gov](mailto:DNI_Reasonable_Accommodation_WMA@cia.ic.gov) and [DNI\\_Diversity\\_WMA@cia.ic.gov](mailto:DNI_Diversity_WMA@cia.ic.gov), by unclassified email at [DNI\\_DRA@dni.gov](mailto:DNI_DRA@dni.gov), by telephone at 703-275-3799 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**